



ASEAN FOUNDATION

Procedure and Guidelines

The ASEAN Foundation Student Internship Programme

(Approved by the BOT at 40th Meeting on 21 June 2018)



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I. Background

The ASEAN Foundation Student Internship Programme is an unpaid internship programme that aims to provide undergraduate and graduate students a practical experience working in an ASEAN organisation. The ASEAN Foundation can benefit from having qualified students to support its current operational needs. For the interns, they will learn about the work of the ASEAN Foundation supporting the ASEAN community building process and gain a better understanding on the nature and dynamics of ASEAN cooperation. The Programme is also a valuable outreach tool to promote ASEAN awareness and student mobility in the ASEAN region.

II. Call for Application

The ASEAN Foundation will post the required intern's assignment, i.e. TOR on its website for interested students to apply. Normally, the assignments are to support the programme, operations, and communication works of the ASEAN Foundation.

The application will be considered according to the priorities of the ASEAN Foundation:

- 1) Relevance of the applicant's academic qualifications
- 2) Relevant skills and ability to contribute
- 3) Motivation and willingness to work hard

III. Eligibility

As a minimum requirement, applicants must:

- 1) Be an ASEAN national or holding a nationality of the ASEAN dialogue/development/sectoral partners.
- 2) Enrolled in a full-time undergraduate or post-graduate degree programme who has finished his/her first year of study or have already graduated but still within one-year of his/her graduation.
- 3) Be fluent in the English Language by possessing an overall score of 6.5 in the IELTS or an overall score of 79 in TOEFL iBT. Knowledge of any ASEAN language is considered an asset.
- 4) Be computer literate.

IV. Assignment and Duration

- Assignment may vary in length and tasks, depending on availability, skills and academic requirements, as well as the needs of the ASEAN Foundation.
- Internships are full time only (8 hours/day and 5 days/week). The internship duration will last from a minimum of eight (8) weeks to a maximum of six (6) months.
- The Internship Contract shall be issued to stipulate the length of period, its terms of reference and the supervisor's name.
- In the past volunteer interns have been assigned to various tasks including:
 - Performing background research and undertaking research support for proposal development
 - Supporting tasks related to financial management, human resource administration, procurement process and administration arrangement
 - Assisting organisational coordination (liaison with participants, etc.) and logistical arrangements (meeting and travel arrangements, etc.)
 - Maintaining databases
 - Assisting with the preparation and review of publications/policy briefs/presentations and note-taking at meetings
 - Helping with the drafting and editing of content information for the website
 - Contributing to the development of printed communication materials, including editing images/photos and layout
 - Collating media coverage and website statistics and assisting in analysis.

V. Conditions

- The student intern will not be paid by the ASEAN Foundation and will not be considered a staff member.
- All expenses connected with the internship, such as travel to the ASEAN Foundation, accommodation and living allowances in Jakarta, are the responsibility of the student intern or the sponsoring institution.
- The student intern is responsible for obtaining any necessary visas.
- The ASEAN Foundation will not accept any responsibility for costs arising from accidents and/or illness incurred during an internship and the student intern, therefore, should have a health insurance coverage.
- Proof of medical coverage must be provided before the internship commences.
- There is no expectancy of employment at the end of the internship.
- The student intern undertakes to conduct himself/herself at all times in a manner compatible with his/her responsibilities.
- The student intern must keep confidential any and all unpublished information made known during the course of the internship and not publish any reports or paper on the basis of information obtained except with the authorisation of the ASEAN Foundation
- The student intern will provide written notice in case of illness or other unavoidable circumstances which might prevent him/her from fulfilling the internship.

VI. Internship Performance and Quality Management

- A supervisor will be assigned to supervise and monitor the work of the student intern. There will be regular review meetings to discuss work progress as well as challenges and concerns that the student intern, faces.

- More specific work objectives will be jointly developed by both the supervisor and the student intern at the outset of the internship to ensure that the internship objectives and expectations can be monitored and achieved.
- The supervisor will provide relevant support for the student intern in reviewing their internship report for the university. In the case where such a report is not required by the university, the student intern will be requested to develop a personal reflection paper of two pages or a video documentary laying out the lessons they have learnt throughout the course of the internship and the work objectives delivered
- At the closure of the internship, an evaluation form will be administered together with an exit interview to take place between the student intern and the supervisor as well as the Executive Director of the ASEAN Foundation. The interview aims at gathering insights from each other regarding the internship's results and outcomes and suggested areas of improvement. These will be used as reference for future improvement in the Foundation's organisational works, including the internship programme.
- The ASEAN Foundation will provide a letter of recommendation to the student intern for the completing the internship, if needed by the intern.
- In addition, the ASEAN Foundation will allocate the student intern with a workplace, computer, email account and access to non-sensitive documents in order for the student intern to have a conducive environment to work.

VII. Application Process

Currently, the ASEAN Foundation has an understanding with the Faculty of Economics and Business, Universiti Brunei Darussalam (Brunei Darussalam), Bina Nusantara (BINUS) University (Indonesia), Asia-Europe Institute, Universiti Malaya (Malaysia), the Singapore Institute of Management (SIM) and Yale-NUS College (Singapore), and Busan University (South Korea). Hence, candidates applying for a student internship at the ASEAN Foundation must submit their applications to their respective University Liaison Officers at the Student Affairs Officer.

The university liaison officers will pre-select and short-list the candidates based on the Terms of Reference (TOR) and other documentation (described below) before recommending the potential student intern to the ASEAN Foundation for interview. The ASEAN Foundation will select the candidates after an interview process.

Separately, students can apply independently. These students will be assessed based on them meeting the Terms of Reference (TOR) as well as receipt of other documentation before shortlisting. There will be an interview before the assignment is offered to the student intern. The student will be required to send a letter of endorsement from his/her educational institution, attesting to the fact that he/she is currently a registered student and will continue to be enrolled for the envisaged period of the internship. A letter from any one of the following personnel is suggested:

- Dean of Students or Dean of Faculty
- Registrar
- Placement Office

Applicants should complete the application form (template provided) and provide a maximum two-page letter highlighting their motivation/interests, suitability and potential contribution to the ASEAN Foundation together with certified copies of transcripts.

VIII. Application Schedule

Mid-June XXXX	Reporting to the ASEAN Foundation
Late May XXXX	Paperwork for visa application by volunteer intern
Late April to Mid-May XXX	Interviews of the volunteer interns
March XXXX	Selection Process
February XXXX	Advertisement of Internship Opportunities
Mid-September XXXX	Reporting to the ASEAN Foundation
Late August XXXX	Paperwork for visa application by volunteer intern
Late July to Mid-August XXXX	Interviews of the volunteer interns
June XXXX	Selection Process
May XXXX	Advertisement of Internship Opportunities
Mid- January XXXX	Reporting to the ASEAN Foundation
Late November XXXX	Paperwork for visa application by volunteer intern
Late October to Mid-November XXXX	Interviews of the volunteer interns
September XXXX	Selection Process
August XXXX	Advertisement of Internship Opportunities

Note: The schedule has been developed based on the experience of the ASEAN Foundation receiving requests from students.

IX. Contact:

Finance and Administration Unit
ASEAN Foundation
2 Jl Sam Ratulangi
Menteng, Jakarta 10350
Indonesia

Fax: 62-21 3192 6078

Email: secretariat@aseanfoundation.org

Web: <http://www.aseanfoundation.org>

FB: www.facebook.com/ASEANFoundation

X. Useful Information Prior to a Volunteer Intern's Arrival

Required Documents

- Medical Certificate

The ASEAN Foundation requires a document from a doctor stating that the student intern is good health and fit to work.

- Health Insurance Plan

A Health Insurance Plan which covers the student intern for the entire duration of the internship with the ASEAN Foundation. The ASEAN Foundation will not accept any responsibility for

costs arising from accidents and/or illness incurred during the internship. The proof of insurance does not require a specific format but preferably in English.

- Visa

Student interns are personally responsible for obtaining necessary visas for their stay in Indonesia. The student intern will need to check the visa requirements and the procedures with the appropriate Embassy/Consulate. It is the student intern own responsibility to obtain a valid visa.

- Housing

The ASEAN Foundation can provide a list of accommodation around the office as reference.

- Expenses

The student intern has to make sure that s/he has sufficient funds that can support him or her throughout the internship. A budget for monthly expenses between IDR 2-3 million for accommodation and IDR 5 million for living allowance are recommended.

- Getting to the ASEAN Foundation

On the first day of the assignment, the student intern shall report to the supervisor indicated in the Internship Contract (before it is called SSA (Special Service Agreement)). The student intern shall check the Internship Contract for the specific time and the name of the person s/he will be meeting with.

XI. Annex

- a) ASEAN Foundation Application Form for Internship